

**CITY OF MEMPHIS INFORMATION SYSTEMS
ORACLE ACCESS REQUEST FORM**



SECTION I: New Employee Change Employee Delete Employee

SERVICE CENTER MANAGER SIGNATURE: _____ DATE : _____
 PRINTED NAME: _____
 FINANCIAL SUPER USER SIGNATURE: _____ DATE : _____
 PRINTED NAME: _____
 HRMS SUPER USER SIGNATURE: _____ DATE : _____
 PRINTED NAME: _____

Name (Last, First, Middle) (must include middle initial)	Service Center #
Job Title	Email Address:
Division/Service Center Name	Office Telephone
Address	MIS or ISD No.
* Information needed for Purchasing Access	
* Division's Financial Lead Must Sign the Form	
Complete Position Name	Employee Direct Supervisor
Complete Location Name	Div. Financial Lead's Signature

SECTION II: * Financial Lead must approve and sign for access granted in this section

ORACLE FINANCIALS: Division(s): _____ **Service Center Approvals**

Note: If Division Number listed only provide access to that Division.

Inquiry: PO, AP, AR, GL, FA		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Purchasing: Requisitions	Approvals	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Receivables: Receipt Entry	Invoice Entry	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Grants or CIP: Award View	Award Submit	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
	Project Submit	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Public Sector Budgeting:		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Other:		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____
Set Up Like UserID		<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____

ORACLE TIME-ENTRY **Service Center Approvals**

Division: _____ Add Delete _____

SECTION III: * Human Resource Lead must approve and sign for access granted in this section. **Service Center Approvals**

ORACLE HR:

Associate with (MUST BE AN EMPLOYEE): _____ **Note: Must be payroll signature from HRMS system.**

Access to Division: _____ Add Delete _____

Access to Service Center only: _____ Add Delete _____

SECTION IV:

ACCESS FOR DIVISIONS

CMEM AUDITING: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM Exec.Auditing	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM City Attorney: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM IS User	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM City Council: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM Coliseum	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM City Court Clerk: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM Landmarks 230103	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Eng User: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM WorkForce 230570	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Executive	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM Employee Self Service	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM FIN ADMIN: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM LD Division User	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Fire: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM Manager Self Service	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Gen Svc: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	OTL Super Timekeeper	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM HCD User: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete			
CMEM Park 150101: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete			
CMEM POL ADMIN 140101: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete			
CMEM Pub Svc: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete			
CMEM Pub Wks User: ADMIN ___ USER ___	<input type="checkbox"/> Add	<input type="checkbox"/> Delete			

ACCESS FOR FINANCE OR HUMAN RESOURCE

CMEM Depot Redevelopment	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM Labor User	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Budget	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM HR ADMIN	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Purchasing	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM QPD	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Test/Recruit	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM Benefits	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Employee Scvs	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM Payroll	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Labor User	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM Payroll Manager	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Data Mgmt Users	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM OTL Super Timekeeper	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Compensation	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	US OTL Application Developer	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM LD SuperUser	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	iRecruitment Manager	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
CMEM Records Office	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	CMEM iRecruit User	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Oracle Training	<input type="checkbox"/> Add	<input type="checkbox"/> Delete			

OR

Set Up Like UserID _____ Report Request Sets: Add Delete _____

FAX Completed Form To: Information Systems at 576-6492